

REQUEST FOR PROPOSAL/TENDER (RFP/T)

TENDER NUMBER	RFP/T 06-2016/17
COMPULSORY BRIEFING DATE AND TIME	N/A
TENDER CLOSING DATE AND TIME	03 February 2017
TENDER DESCRIPTION	To appoint a suitable Service Provider for Compilation and production of Seda Annual Report for a three year period.

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SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS

1. INVITATION TO TENDER

**YOU ARE HEREBY INVITED TO BID FOR REQUIRMENTS OF THE
SMALL ENTERPRISE DEVELOPMENT AGENCY (Seda)**

TENDER NUMBER : RFP/T 06-2016/17

COMPULSORY BRIEFING DATE & TIME : N/A

BRIEFING SESSION VENUE : Small Enterprise Development Agency
The Fields, Office Block A,
1st Floor
1066 Burnett Street,
Hatfield, Pretoria
0083
Ground Floor.

TENDER CLOSING DATE & TIME : 03 February 2017

TENDER DESCRIPTION : To appoint a suitable Service Provider for compilation and production of Seda Annual Report for a three year period.

TENDER VALIDITY: 90 Days from date of closure of this tender.

BID DOCUMENTS MUST BE PLACED IN THE TENDER BOX AT THE ADDRESS INDICATED BELOW:

Small Enterprise Development Agency
The Fields, Office Block A,
Ground Floor
1066 Burnett Street,
Hatfield, Pretoria
0083
Ground Floor

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The Tender, including the returnable address, must be submitted in a sealed envelope, marked with the Tender Number, Closing Date and Time of the Tender, and the Name and Address of the Tenderer/ Bidder.

ANY ENQUIRIES RELATING TO THE PROJECT AND/ OR BIDDING PROCEDURES, MAY BE DIRECTED TO:

Department : Supply Chain Management Unit
Contact Person : Ms. Lebogang Mampuru
Tel : (012) 441-1135
Fax : (012) 441-2135
E-mail address : Lmampuru@seda.org.za

2. GENERAL CONDITIONS OF TENDER

- 2.1 Bids must be submitted with all official Bid Forms duly completed. Which are contained within this tender document.
- 2.2 Bids must be delivered to the correct address location which is indicated in the tender document, and must be delivered timeously, as late bid submissions will NOT be accepted for consideration.
- 2.3 Late submissions will not be accepted under any circumstances. A submission will be considered late if it arrives only a second after 12:00 or any time thereafter. The tender shall be locked at exactly 12:00 Noon and tenders arriving late **will not** be accepted under any circumstances. Tenderers are therefore strongly advised to ensure that their tenders be dispatched allowing enough time for any unforeseen events that may delay the delivery of the tender.
- 2.3.1 The Tender, including the returnable address, must be submitted in a sealed envelope, marked with:
- (a) Tender Number
 - (b) Closing Date and Time of the Tender
 - (c) The Name and Address of the Tenderer
- 2.4 This Bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2011, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
- 2.5 The successful bidder will be required to sign a written contract.
- 2.6 It is an absolute condition that the taxes of the bidder **must be in order**, or that suitable arrangements have been made with the Receiver of Revenue to satisfy them. Proof of such arrangements from SARS must be provided in the absence of an original valid Tax Clearance Certificate.
- 2.7 An **Original, Valid, Tax Clearance Certificate must be submitted** with the tender proposal on or before the closing date and time of the tender. Failure to submit an original and valid Tax Clearance Certificate within seven (7) days of a notification of tender award may invalidate the tender award.
- 2.8 Each party to a consortium/ sub-contractors must submit a separate original and valid Tax Clearance Certificate. Application forms for the renewal of/ or application for a Tax Clearance Certificate is available at any Receiver's Office (SARS).

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- 2.9 The SBD4, SBD6.1, SBD8 and SBD9 documents contained in this RFP/T are compulsory documents and must be completed and returned with this tender proposal. Failure to submit completed and signed SBD documents will invalidate the tender proposal.
- 2.10 Failure to submit a valid BBBEE Certificate/ Sworn Affidavit will result in zero preference points being awarded for BBBEE.
- 2.11 Tender forms contained within the Tender Document requesting information have been drawn up so that certain essential information is to be furnished in a specific manner and format. Any additional particulars should be furnished on this document where appropriate, or in a separate annexure.
- 2.12 Should the bidder desire to make any departures from, or modifications to this tender/ bid or to qualify its quotation in any way, it shall clearly set out its tender departure/ modification as an Annexure, or alternatively state the content in a covering letter attached to the tender proposal referred to herein, failing which, the tender shall be deemed to be unqualified unless it conforms **exactly** with the requirements of this tender. Unless otherwise specified and stipulated in writing, any part of the tenderer's tender/bid which deviates from any terms and conditions stated within the tender document, shall be of no force or effect.
- 2.13 This tender document, together with associated forms and annexures, may NOT be retyped or re-drafted, but photocopies or reprints may be prepared and used.
- 2.14 This tender document, together with associated forms and annexures, may NOT be filled in by means of mechanical devices. A black ink pen should be used to fill in this tender document.
- 2.15 Bidders should check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
- 2.16 The tender price shall be open for **acceptance for a period of 90 calendar days after the closing date of the tender**. Tenderers shall clearly state whether or not prices will remain firm for the duration of the contract. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange of variations) will not be considered. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 2.17 Failure to have the Price Declaration of this tender document signed, or signed by a duly authorized person, will constitute non-commitment by the bidder of the tender price, and **the bid will be invalidated**.
- 2.18 All prices shall be quoted in South African currency and be **VAT inclusive**.

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- 2.19 Seda reserves the right to only accept part of the submitted bid by a bidder.
- 2.20 Seda reserves the right to withdraw this tender.
- 2.21 Unless specifically provided for in the tender document, no tenders will be considered if submitted or transmitted by telegram, telex, facsimile, e-mail or similar apparatus.
- 2.22 It should be noted that the Small Enterprise Development Agency reserves the right to accept or reject any tender proposal without being obliged to give any reasons in this respect.
- 2.23 The bidder's **company letterhead** must be used for the proposal's cover letter and reflect the company name, address and contact details.
- 2.24 The correct Tender Reference Number (See the front page of this RFP for the Tender Number) and the bidding company's name must appear on all pages of the proposal.
- 2.25 All pages of the proposal/ Tender document must be **initialed** by the responsible person.
- 2.26 These conditions form part of the tender general conditions which must be read in conjunction with the attached GCC by National Treasury, must be initialed each page and failure to comply therewith will invalidate your tender.
- 2.27 Seda is committed to a fraud-free environment. One call can keep Seda Fraud & Corruption Free. Individuals may report any suspicious activity by calling the Seda Fraud Hotline: 0800 701 701; or e-mail: FraudPrevention@seda.org.za; or sms: 39772.
- 2.28 All current and prospective suppliers/ service providers are required to register on the National Treasury Central Supplier Database (CSD) - Self-registration: www.csd.gov.za. Enquiries may be directed to csd@treasury.gov.za. Suppliers registered on the CSD must submit proof of registration to Seda

3. TAX CLEARANCE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 3.1 In order to meet this requirement bidders are required to complete in full the "Application for a Tax Clearance Certificate" form - TCC 001 and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids. Enquiries regarding foreign applications may be directed to: sravele@sars.gov.za.
- 3.2 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 3.3 Applications for the Tax Clearance Certificate may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as an e-Filer through the SARS website www.sars.gov.za.
- 3.4 SARS will verify that the bidder's tax matters are in order and will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3.5 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate within (7) seven days of a tender award notification, will result in the award being invalidated/ invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 3.6 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate original, valid Tax Clearance Certificate.

Refer to Annexure A: Application for a Tax Clearance Certificate - Form TCC 001

4. PREFERENCE POINTS CLAIM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2011

The preference point system will be applied in the adjudication of all qualifying bids/ tenders.

NB: TENDERERS SHOULD STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIONS IN RESPECT OF THE PREFERENCE POINT SYSTEM APPLICABLE TO B-BBEE AND PRICE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2011.

4.1 GENERAL CONDITIONS

4.1.1 The following preference point systems is applicable to all bids:

- (a) The 80/20 system for requirements with a Rand value up to R1,000,000 (all applicable taxes included); and/ or
- (b) The 90/10 system for requirements with a Rand value above R1, 000,000 (all applicable taxes included).

Whichever preference point system is applicable, bids shall be awarded points for:

- (a) Price - (90 Points or 80 Points); and
- (b) B-BBEE (Based on the Status level of Contributor) - (10 Points or 20 Points).

4.1.2 The following conditions will apply when Functionality is used to evaluate bids:

If Functionality is part of the evaluation process then a stipulated minimum threshold must be specified which must be met by the bidder in order for the tender proposal to be further evaluated for preference points. All bids meeting the stipulated minimum threshold will be known as “qualifying bids”. Bids not meeting the minimum stipulated threshold for Functionality Criteria will not be considered for preference points and the bid will be eliminated/ disqualified for further evaluation.

4.2 ADJUDICATION USING THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

4.2.1 The bidder obtaining the highest number of points will be awarded the contract.

4.2.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

4.2.3 Points scored will be rounded off to the nearest 2 decimal places.

4.2.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

4.2.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points, including equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

4.2.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4.3 AWARDING OF PREFERENCE POINTS FOR PRICE

The 80/20 or 90/10 preference point system will be applied in the adjudication of all qualifying bids/tenders where a maximum of 80 or 90 points will be allocated for price, but will not exceed the 80 or 90 points, dependant on which system is being applied:

$$\begin{array}{cc} \mathbf{80/20} & \mathbf{90/10} \\ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{Or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

P_s	=	Points scored for price of bid under consideration
P_t	=	Rand value of bid under consideration
P_{\min}	=	Rand value of lowest acceptable bid

4.4 AWARDING OF PREFERENCE POINTS FOR B-BBEE (Status Level of Contribution)

4.4.1 In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations of 2011, preference points must be awarded to a bidder for attaining the B-BBEE Status Level of Contribution in accordance with the Table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

4.4.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.

4.4.3 Bidders other than EMEs or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

4.4.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

4.4.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

- 4.4.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.4.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.4.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

SECTION B: COMPULSORY TENDER FORMS FOR COMPLETION BY THE BIDDER

5 SCM/PD001: PRICE DECLARATION BY THE TENDERER

I/ We have examined the information provided in your tender document and offer to undertake the work prescribed in accordance with the requirements as set out in the tender document. The tender price quoted in this tender is valid for the stipulated period. During the validity period, I/we confirm the availability of the proposed team members. I/We confirm that this tender will remain binding upon me/ us and may be accepted by you at any time before the expiry date.

Name and Surname:

Signature:

Date:

Are you duly authorized
To commit this tender:

Yes	No	
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Capacity under which this tender is signed:

TOTAL TENDER PRICE FOR THREE YEARS IN SA RANDS

Total Cost of Ownership (TCO) to Seda
(Inclusive of VAT, Discounts, etc.)

R _____

Description	Year 1	Year 2	Year 3
Bid price			
VAT			
Other escalation			
Total Bid price inclusive of VAT			

NB:
Detailed cost Breakdown for each activity must be submitted separately for each year.

6 SCM/VOA002: VALIDITY OF TENDER PRICE FOR THE PERIOD OF ACCEPTANCE

The Bidder is required to confirm acceptance of the stipulated duration of 90 days for acceptance of the tender price, from the date of closure of this bid.

Duly authorized to commit this tender:

Print Name : _____

Signature of Tenderer : _____

Name of Company : _____

Date : _____

4 SCM/DOI004: DECLARATION OF INTEREST (SBD4)

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-
 2.
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative:
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means -

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²”Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct YES / NO

business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES / NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES / NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

5. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

5 SCM/PCF005: PREFERENCE POINTS CLAIM FORM (SBD6.1)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to **exceed** R1 000 000 (all applicable taxes included) and therefore the **.....90/10.....** preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTION	10
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or

at any time subsequently, to substantiate any claim in regard to preferences, in any B

SBD 6.1

manner required by the purchaser.

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to,

or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

- (q) “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or **90/10**

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations,

preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

7.1 B-BBEE Status Level of Contribution: . = (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME.

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited
- [TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have -
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has

been applied; and
(e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

**9 SCM/DPSCM006: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN
MANAGEMENT PRACTICES (SBD8)**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system;
 - or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

6 SCM/IBD007: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9)

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited/ submitted.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____
that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit, or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

7 SCM/SPD008: SERVICE PROVIDER DECLARATION

Bidders must complete the Service Provider’s Declaration Form in full.

SERVICE PROVIDER DECLARATION FORM

NB: Should your FORM not be completed in full with your Tender/Proposal will be rejected. Information in this questionnaire received will be treated with confidentiality.

COMPANY NAME: _____

COMPLETED BY: _____
Full Name and Surname

DESIGNATION: _____

DATE: _____

IMPORTANT NOTES: PLEASE READ CAREFULLY

To be completed by all Service Providers responding to a tender.

The application must be completed in full, be signed and commissioned by a Commissioner of Oaths where required.

The following documents will be required to be submitted with this declaration:

Supporting Documents Requirements

- Valid Original Tax Clearance Certificate
- Copy of Company Registration Certificate
- Company PROFILE of core business operations and experience
- Copies of accreditation certificates

SERVICE PROVIDER DETAILS

Registered Name of the Company:

Trading Name of the Company:

Company/ Close Corporation Registration Number	VAT Registration Number	Income Tax Reference Number:	National treasury CSD Registration Number:

Telephone Number:

Fax Number:

Web Address:

E-mail Address:

Name of Contact Person:

Contact Numbers Cell:

Business Physical Address:

.....

Postal Address:

.....

Web Address:

E-mail Address:

TYPE OF FIRM (Please the relevant box or boxes)

- Public Company (Ltd)
- Private Company (Pty) Ltd
- Closed Corporation (CC)
- Sole Proprietor
- Partnership
- Trust
- Section 21 Company
- Government/ Parastatal
- Joint Venture
- Consortium
- Other, (Specify)

PARTICIPATION CAPACITY (Please the relevant box or boxes)

- Prime Contractor
- Sub-Contractor
- Supplier
- Services including Professional
- Manufacturer
- Repairer
- ISO Listed
- Importer

- Exporter
- Distributor
- Sales

SMALL, MEDIUM, MICRO ENTERPRISE (SMME) STATUS (Please tick the relevant box)

- Micro
- Very Small
- Small
- Medium
- Large

TOTAL NUMBER OF EMPLOYEES (Please tick the relevant box and state the number)

- Full Time **Number:**
- Part Time **Number:**

LIST ALL PARTNERS, PROPRIETORS & SHAREHOLDERS AS INDICATED BELOW (COMPULSORY)

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	SPECIFY STATUS IF HDI, WOMEN, OR DISABLED	% VOTING (In decision Making)

LIST AND IDENTIFY ANY OWNER OR MANAGEMENT OFFICE BEARER WHO HAS AN OWNERSHIP INTEREST IN ANOTHER FIRM

NAME AND SURNAME	IDENTITY NUMBER	CITIZENSHIP	DATE OF OWNERSHIP	% OF OWNERSHIP	SPECIFY STATUS IF HDI, WOMEN OR DISABLED	% VOTING (In decision Making)

REFERREES OF PREVIOUS PROJECTS CONDUCTED OF SAME/ SIMILAR SCOPE OF THIS TENDER PROJECT

Company/ Institution Name					
Address					
Contact Person				Telephone:	
Value of contract	R				Date Completed:
Description of Work					
Company/ Institution Name					
Address					
Contact Person				Telephone:	
Value of contract	R				Date Completed:
Description of Work					

Company/ Institution Name	
Address	
Contact Person	Telephone:
Value of contract	R Date Completed:
Description of Work	
Company/ Institution Name	
Address	
Contact Person	Telephone:
Value of contract	R Date Completed:
Description of Work	
Company/ Institution Name	
Address	
Contact Person	Telephone:
Value of contract	R Date Completed:
Description of Work	
GENERAL	
1. Did the firm exist under a previous name?	YES/ NO
If YES, what was its previous name?	
2. Does your company/any of its employees have a vested interest in SEDA? If so, state which Department within SEDA the said employee/s have such vested interest	
3. Indicate as to whether any of the Partners, Proprietors & Shareholders is in the service of SEDA and/or the DTI, dsbd or has been in the service of SEDA and/or the DTI, dsbd in the previous twelve months?	

BANKING DETAILS

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the below-mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by **Seda** in the normal way, and that it will indicate the date on which funds will be available in my/our account.

Bank Account Name : _____

Name of Bank : _____

Branch Code & Name : _____

Account Number : _____

Type of Account: Cheque Savings Transmission

Bank details to be certified as correct by DATE STAMP of BANK:

DATE STAMP OF BANK

Name and Surname : _____

Signature : _____

Designation : _____

Tel number : (_____) _____

Fax number : (_____) _____

I/We the undersigned, acknowledge(s) that:

- The information furnished is true and correct
- An official Seda Purchase Order will be submitted confirming the order, for acceptance
- Payment of any goods delivered or services rendered will be effected 30 days from receipt of a valid invoice.

NAME AND SURNAME:

SIGNATURE:
(Duly Authorised to sign)

ON BEHALF OF:
(Name of Organization)

ADDRESS:
.....
.....

TELEPHONE NUMBER:

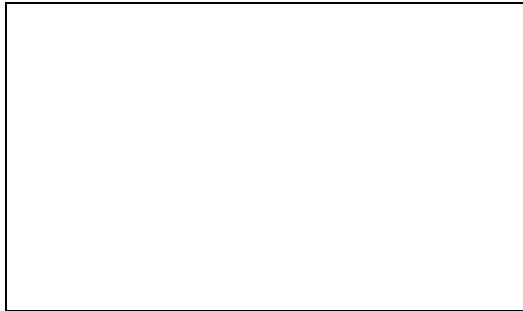
DATE:

REGISTERED COMMISSIONER OF OATHES:

SIGNATURE:

DATE:

STAMP:
(Commissioner's Stamp with registered number)
Failure to have a copy of this document signed by
A Commissioner of Oaths may invalidate this
tender/ proposal submission



SECTION C: TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS

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 Closing Date and Time

1. BACKGROUND ABOUT SEDA

Seda was established in December 2004 through the National Small Business Amendment Act - Act 29 of 2004 - as an agency under the dti. In 2014, Seda's mandate and functions were transferred from the dti to the Department of Small Business Development (DSBD).

Vision - To be the centre of excellence for small enterprise development in South Africa.

The vision is translated into high level **competency, motivation, accountability as well as customer drive of Seda**. In order to become the Centre of Excellence, we must strive towards improving in all these critical areas.

Mission - To promote entrepreneurship and develop small enterprises by providing customised non-financial business support services that results in business growth and sustainability in collaboration with other role players.

Seda's mandate give direction regarding what is expected from Seda in the long term. The expected impact of Seda is an increased contribution of small enterprises to the South African economy and promotion of economic growth, job creation and equity. In a drive to achieve the stated ultimate outcome. Seda's strategic themes are operational excellence, service delivery and stakeholder partnering. The service delivery network of Seda consists of delivery points located throughout the country. These points include Seda branches, Seda colocation points and Seda supported incubation centres. Seda also utilises information kiosks and mobile units to access remote areas. Seda has an established network of 9 Provincial offices, 42 branches, 19 mobile units, 53 electronic information kiosks, 13 satellite offices, 55 incubation centers and 36 access points where Seda co-locates.

2. LEGISLATIVE ENVIRONMENT

Section 40 (1) (d) of the Public Financial Management Act (PFMA), requires government departments and entities, to within five months of the end of a financial year submit Annual reports to the relevant treasury, the executive authority responsible for that public entity for tabling in parliament. Preceding this, the Accounting Officer is required to prepare financial statements and submit to the Auditor General for auditing 2 months after end of the financial year.

Guided by the Treasury Regulations' Annual Report Guide for Schedule 3A and 3C Public Entities, Seda prepares its Annual Report and submits to the relevant bodies. Apart from the mentioned statutory requirement, Seda also showcases its successes, its impact on the economy in terms of growth, as well as its contribution to job creation and broadening economic participation in its Annual Report. In light of the above information Seda intends appointing a suitably qualified service provider to assist with the design, compilation, proofreading, editing, printing and capturing of the photos to be used in the compilation of the Annual Report. Information to be included in the Annual Report will be provided by Seda.

3. PURPOSE

The purpose of this request for proposal (RFP) is to appoint a suitably qualified service provider with the relevant competence, expertise and experience to compile and produce the Seda Annual Report for 2016/17, 2017/18 and 2018/19 financial years.

4. SCOPE OF WORK

The appointed service provider will be given the content of the Annual Report for the specific year by Seda. The service expectation encompass the design, layout, taking of photographs, compilation, proof-reading, editing, rewriting, copywriting and printing of the Annual Report according to pre-determined formats and themes which will be communicated. The design specification should be in line with Seda corporate identity (CI) manual. Seda will provide its CI manual to the successful service provider, which will specify the corporate colours, fonts, size and paper quality to be used for the Annual Report. The successful service provider will be required to make provision for a minimum of three Annual Report designs covers with inside template for approval in each year.

4.1. Design Specifications

The final design will be confirmed by Seda from 3 submitted mock-ups.

4.1.1. Format of the publication - A4 (Portrait, Landscape) or 210mm by 210mm

4.1.2. Number of pages - 180 pages (each year)

- Paper: 150 gsm Hi-Q matt
- Cover Board: 350 gsm Hi-Q matt

-
- Cover Boards design both inside and outside
 - Colour: Full colour throughout
 - Finishing on cover: Spot UV and matt laminations
 - Binding: PUR

4.2. Layout

The layout of the Annual Report will be structured as follows:

Part A - General Information

Part B - Performance Information

Part C - Seda Corporate Governance and Risk Management

Part D - Human Resource Management

Part E - Annual Financial Statements

4.3. Photographs

- Service provider to organise a mobile studio with lighting and white backdrop for group and individual photos
- Each person must have a set comprising of black and white, sepia, full colour and one with enhancements for both portrait and landscape
- Photos taken should be high resolution e.g. 600dpi
- The photos should be editable for inclusion in the Annual Report.
- The photos should be saved on a memory stick
 - Board Members, one group photograph
 - Individual Board Members photographs (9 members)
 - Executive Managers, one group photograph
 - Individual Executive Managers photographs (5 members)
 - Provincial Managers, one group photograph
 - Individual Provincial Managers photographs (9 members)

-
- The selected service provider will be expected to take photographs of two clients selected as success stories per province in all nine provinces (18) every year. (Please note that the service provider will be required to travel to nine (9) Seda Provinces, therefore the total cost should include travel cost, accommodation and car hire where required).

4.4. Compilation, editing, proofreading and rewriting

The content of the Parts A - E will be provided by Seda, however the service provider will ensure that there is consistency in terms of writing style, grammar and related issues.

4.5. Copywriting (ISBN)

The service provider is required to source the ISBN number on behalf of Seda which should appear on the outside of the cover page of the Annual Report (sourced from National Archives). Information and photographs collected or used in the compilation of Seda annual report will remain Seda's property.

4.6. Printing

4.6.1. Quantity to be printed - 1350 copies

4.6.2. Print specifications

- Binding: PUR
- Finishing on cover: Spot UV and matt laminations

4.6.3. Compact Disc

- Production of 5 compact discs with Seda's Annual Report
- Cd's to be labelled and packaged
- Content/information on the cd to be saved in PDF format

4.6.4. USB Memory sticks

- Production of 1000 (4Gig) flash memory sticks with Seda's Annual report

4.7. Time Frames

The appointment is for the period of 3 years which will commence once the Service Provider is appointed in terms of Seda's policies, to produce 3 Annual Reports viz. 2016/17, 2017/18 and 2018/19. The appointed service provider is expected to start with the planning and collection of relevant information e.g. pictures for success stories from the clients in the first quarter of each financial year. The printed approved Annual Report is expected to be submitted in Seda offices on the 3rd week of August in each financial year. Engagements between Seda and the appointed service provider should ensure that the final submission date is observed.

4.7.1. 1st photo-shoot

Targeted group: Seda: Board Members and Executives Managers

Date: May- July each financial year (the actual dates will be confirmed)

Venue: Seda: National Office (Hatfield)

The Fields, 1066 Burnett Street

Hatfield 0083

Pretoria

4.7.2. 2nd photo-shoot

Targeted group: Seda Provincial Managers

Date: May-July each financial year (the actual dates will be confirmed)

Venue: Seda: National Office (Hatfield)

The Fields, 1066 Burnett Street

Hatfield 0083

Pretoria

4.7.3. 3rd photo-shoot

Targeted group: Clients selected as success Stories from nine Provinces

(A list of clients selected for visits will be provided by Seda in each financial year)

Date: Between May - July 2016

5. SEDA'S ROLES AND RESPONSIBILITIES

- Communicate with the appointed service provider for all logistics
- Share all guidelines for development and compilation of the Annual Report
- Provide contents for the Annual Report
- Arrange and organise for photo-shoots with Board Members, Executive Management and Provincial Managers
- Provide details of success stories' (Seda clients) for photo-shoots and their business location
- Approve artwork designed by service provider

SECTION D: BID EVALUATION

6. EVALUATION OF THE TENDER PROPOSAL

6.1. Pre-Qualification

The following pre-qualification criteria will form the basis of evaluating all tender proposals failure to comply will result in the elimination of the proposal:

6.1.1.	A fully completed Tender Document which has been signed and certified where required together with relevant and compulsory attachments and/ or forms must be submitted.
--------	---

6.2. Functionality Criteria

The following functionality criteria will be used for evaluating all tenders/ bid proposals, where proposals must score an **overall minimum of (80%)** for functionality criteria, to qualify for further evaluation for preference points.

6.2.1. Framework for Evaluation of Functionality Criteria

FUNCTIONALITY CRITERIA		Weighting of importance	Points Allocation
1.	Experience	15%	15
2.	Track Record	15%	15
3.	Capacity to delivery	30%	30
4.	Photography experience	15%	15
5	Project Implementation plan	25%	25
Total		100%	100
Stipulated Minimum Threshold to be met		80%	80

Note: Only proposals meeting/ exceeding the stipulated minimum threshold of 80% functionality evaluation will qualify to be considered for the awarding of preference points for price and BBBEE

6.2.2. Detailed Functionality Criteria

	Functionality Criteria	Weights of importance	Points Allocation
1.	<p>Experience</p> <p>The service provider must provide three (3) samples of completed Annual Report or similar reports in the past five years. (Please provide hard copies of the Annual Reports)</p> <ul style="list-style-type: none"> • 3 Annual Report samples = 15 points • 2 Annual Report samples = 10 points • 1 Annual Report sample = 5 points • No Annual Report samples = 0 points 	15%	15
2.	<p>Track Record</p> <p>The service provider must provide three reference letters from assisted clients in the past five years. (Please note that the reference letters must provide name of organisation, project completed, contact name and number)</p> <ul style="list-style-type: none"> • 3 reference letters = 15 points • 2 reference letters = 10 points • 1 reference letter = 5 points • No reference letters = 0 points 	15%	15

3.	<p>Capacity to deliver</p> <p>Provide CV of the Project Leader detailing the experience and expertise including the number of years in compiling Annual Reports or similar reports for organisations similar to Seda</p> <ul style="list-style-type: none"> • more than 5 years' experience = 15 points • 3 - 5 years' experience = 10 points • Less than 3 years' experience = 5 points • No experience = 0 points <p>Provide CV of the Project team members detailing the experience and expertise including the number of years in compiling Annual Reports or similar reports for organisations similar to Seda</p> <ul style="list-style-type: none"> • more than 5 years' experience = 15 points • 3 - 5 years' experience = 10 points • Less than 3 years' experience = 5 points • No experience = 0 points 	15%	15
4.	<p>Photography Experience</p> <p>The Service Provider must provide three (3) samples of completed photography projects in the past five years. (Please provide hard copies of the photographs)</p> <ul style="list-style-type: none"> • 3 photography samples = 15 points • 2 photography samples = 10 points • 1 photography sample = 5 points • No photography samples = 0 points 	15%	15
5.	<p>Project Implementation Plan</p> <p>Service provider to provide a fully detailed project implementation plan which will include the following activities and indicating the applicable milestones.</p>	25%	25

	<ul style="list-style-type: none"> • Submission of 3 sample designs for approval (5) • Project compilation, editing and proofreading (5) • Photography (5) • Copywriting (5) • Printing (5) 		
Total Points		100	100
<i>A FUNCTIONALITY SCORE OF LESS THAN (80) POINTS WILL ELIMINATE THE PROPOSAL FOR FURTHER EVALUATION FOR PREFERENCE POINT</i>			

Note: Only proposals meeting/ exceeding the stipulated minimum threshold of 80% functionality evaluation will qualify to be considered for the awarding of preference points for price and BBEE

6.3. Preference point system

Tender proposals will be evaluated in accordance with the 90/10 preference point system, as contemplated in the Preferential Procurement Regulations of 2011 and will be apportioned and Weighted accordingly. The following preference point system will be applicable to this bid which value is estimated to exceed R1, 000,000 (all taxes included):

Preference Point System		
Description		Points Allocated
1.	Price	90 Points
2.	B-BBEE	10 Points

6.4. Awarding of preference points

Only qualifying tenders/proposals will be awarded for the preference points after meeting the Stipulated Minimum Threshold for functionality criteria, in terms of the preference point system described in the PPPFA Regulations of 2011, as follows:

No	Preference Point Criteria	Points Allocation
1.	Price	90
2.	Broad-Based Black Economic Empowerment (BBBEE)	10
TOTAL POINTS		100

6.2.3. Price

Price is an import factor as it ensures optimum value for money and Total Cost of Ownership to Seda. Service Providers must include a total price inclusive of VAT and Disbursement aligned to the full range of Seda requirements. The price must be clearly indicated for each of the three years.

6.2.4. B-BBEE

B-BBEE Preference claim form (SBD 6.1) must form part of all bids submitted. This form serves as a claim by the bidder for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution, and it must be completed by bidders claiming points in respect of B-BBEE Status Level of Contribution.

6.5. Quality of Proposal

An introductory covering letter using the company's official stationery (letterhead) reflecting the company's name and address should accompany the tender proposal. Ensure that all document attachments are clearly marked and the tender proposal is submitted in a clear, logical and well-marked sequence together with an index of documents.

6.6. Checklist of documents to be submitted with bid

The following guideline of important documentation to be included/ submitted with the tender proposal is provided below:

1	The Tender Document
2	Covering letter
3	Valid Tax Clearance Certificate
4	Company Registration Certificate with director names and share-holding %
5	Company Profile illustrating core business services
6	Valid B-BBEE Status Level Certificate / Sworn Affidavit
7	Proof of registration on National Treasury's Central Supplier Database (CSD) supplier
8	number that must start with an "M" and not an "R" and unique registration
9	reference number as proof of your company's registration on National Treasury CSD
10	SBD 4 - Declaration of Interest duly completed
11	SBD 6.1 - Preference Points Claim Form duly completed
12	SBD 8 - Declaration of Bidder's Past Supply chain Management Practices duly

6.7. Closing date and time

Completed tender documents must be submitted in a sealed envelope/ package clearly marked with the details as indicated on page 7 of this tender document, and placed in the Seda Tender Box located at the address below:

Tender Closing Date: 03 February 2017

Tender Closing Time: 12:00

Address: The Seda Tender Box

Small Enterprise Development Agency (Seda)

The Fields

Office Block A

Ground Floor

1066 Burnett Street

Hatfield

Pretoria

0007

Telephone: (012) 441 1000

All couriered/ posted tender proposals **MUST** be submitted on time. No late tenders will be considered after the closing date and time.

SECTION E: APPENDICES AND ANNEXURES

ANNEXURE A: APPLICATION FOR A TAX CLEARANCE CERTIFICATE - TCC 001 FORM

Company Name: _____

Initials: _____

ANNEXURE B: GENERAL CONDITIONS OF CONTRACT